

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Monthly Report for May 1983

FROM

Chief, Human Resources
Management Division, OC

EXTENSION

NO.

OCHRM M83-302

DATE

10 JUN 1983

TO: (Officer designation, room number, and
building)

DATE

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

D/CO

10 JUN 1983

2.

OC-EXA

15 June 83

3.

P&B

16 JUN 1983

4.

OC/OL-IMC

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

FORM
1-79

610

USE PREVIOUS
EDITIONS

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OCHRM M83- 302

MEMORANDUM FOR: Director of Communications

FROM: [REDACTED]
Chief, Human Resources Management Division, OC

SUBJECT: Monthly Report for May 1983 [REDACTED]

1. The DDA Safety Staff conducted a lecture on "Safety for Women" at [REDACTED] on 16 and 17 May, and at [REDACTED] on 18 May 1983. The presentation concerned the actions that women should take to prevent physical attack and what to do in the event of an attack. [REDACTED]

2. To meet field requirements, [REDACTED], OC-FND, retrieved the field [REDACTED] system used by HRDM/CTB for training. Consequently, no further [REDACTED] training can be conducted for the foreseeable future. [REDACTED]

3. As a result of the recently circulated Special Vacancy Notice for Telecommunications Specialists, more than 100 Agency employees expressed an interest in these positions. Thirty-one employees were administered the Morse Aptitude test during the period 28 March through 28 April and of those tested, 10 qualified. [REDACTED]

4. An OC-HRMD representative accompanied two officers from the Washington Area Recruitment Office (WARO) on a three-day recruitment effort in Winston/Salem, Raleigh and Fayetteville, North Carolina, 10-13 May 1983. The final count of qualified applicants from the three-day effort was 19 ET and 46 TCS. All qualified applicants were given PHS packets to complete. Additionally, Panel N representatives briefed 3 prospective technicians at Headquarters, 25 in Pittsburgh, and 93 in Baltimore. Of that number, 37 were tested and passed the OC technician qualification exam. [REDACTED]

5. A document titled "Retirement Benefits for Qualified Former Spouses" has been distributed to all OC employees. [REDACTED]

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25X1 SUBJECT: Monthly Report for May 1983 []

25X1 6. PMCD/OP advised that 40 grade points will be transferred to OC for deferred allocation positions. HRMD is in the process of distributing these points to positions on a pro-rata basis. []

25X1 7. TCA Class 1-83 graduated on 20 May. The D/CO presented graduation certificates to 15 class members, four of whom received out-of-cycle promotions based on their academic achievements. []

25X1 8. A trial running of OPS-125 (SC-3 training) is being conducted with 12 students and one observer. This is double the number of students normally accommodated. Based on the results of this running, a decision will be reached on the feasibility of future classes of this size. []

25X1 9. KG-84 training material [] on 19 May in preparation for training tentatively scheduled to begin on 25X1 6 June. TTD instructor [] has been selected to conduct the training, which is expected to take approximately two weeks to 25X1 complete. [] 25X1

11. Additional training efforts initiated in May:

a. TCS Class 3-83 began on 23 May with 39 students;

25X1 b. OTD SKYLINK instructor [] departed TDY 25X1 [] to conduct on-site SC-3 training;

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25X1 SUBJECT: Monthly Report for May 1983 [REDACTED]

25X1 c. The CTB Curriculum Planning Staff began working with DND to design courses on test equipment and data line testing for tech-control personnel;

25X1 d. An OTD instructor departed for a five-week TDY to a [REDACTED] to provide communications support. [REDACTED]

25X1 Distribution:

Original - D/CO, EXA, P&B, OC/OL-IMC

1 - OC-CSD

1 - OC-DND

1 - OC-ED

1 - OC-FND

1 - OC-PS

1 - [REDACTED]

1 - OC-HRMD/CTB

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